

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
TRANSPORTATION PLANNER	TRANSPORTATION PLANNING	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TRANSPORTATION PLANNER	906-155-4768-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Planner, the incumbent performs less complex and less difficult activities of the Transportation Planning Division. In a learning capacity, assist in review of local development proposals in the intergovernmental review/ California Environmental Quality Act (CEQA) review process; assist in regional planning with regional transportation planning agencies; assist in administration of federal and state planning and transit grant programs; assist in preparation of system planning documents; and assist in management of the District's State Highway Operation and Protection Program (SHOPP) and Non-SHOPP Project Initiation Document (PID) work programs. As knowledge and skills are developed, incumbent will perform transportation work of average difficulty.

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹

Job Description

- 25% (E) Assist in the review of regional planning documents, including Overall Work Programs (OWP), Regional Transportation Plans (RTP) and Regional Transportation Improvement Programs (RTIP) for consistency with federal and state regulations and requirements. Analyze project programming information for consistency with the State Transportation Improvement (STIP) and the Federal Transportation Improvement Program (FTIP).
- 25% (E) Assist District PID Coordinator on preparing the quarterly PID, the STIP, and the SHOPP Summary Reports to Headquarters Division of Transportation Planning (DOTP). Assist in development of the District's 3-Year PID Work Plan for the STIP and SHOPP in coordination with other functional area and our local and regional partners. Attend PID meetings as needed.

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- 25% (E) Assist in the implementation of the Smart Mobility Framework by reviewing and analyzing the Department's statewide and system planning documents, and project documents to ensure the planning concepts of sustainability, complete streets, and multi-modal transportation are being addressed.
- 10% (M) Assist in administration of transportation planning grants and smart growth/livable/sustainable communities' activities. Gather, analyze and report information pertaining to transportation planning activities to Headquarters DOTP. Review and provide guidance on transportation planning products to grant recipients.
- 10% (M) Assist in the review of local development proposals for impacts to the State transportation network. Route development proposals to other District units for comments and prepare comment letters to lead agencies and the State Clearinghouse pursuant to CEQA. Assist in developing partnerships with other agencies and the private sector to accomplish consistent plans, policies and creative solutions to transportation financing. Maintain computerized database and filing system.
- 10% (M) Assist in the administration of the Federal Transit Administration (FTA) grant programs and the monitoring the State Transportation Development Act (TDA) of 1971 requirements for transit and regional transportation planning agencies within the District. Monitor vehicles and vehicle use by sub grantees, conduct field reviews, complete agency monitoring reports, and maintain computerized database and filing system.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The position is under the supervision and direction of a Senior Transportation Planner, and has no supervisory responsibilities.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- State and Federal laws and regulations related to transportation planning
- The planning process and general practices of transportation planning
- Research methods and techniques including conducting or participating in planning studies, contemporary transportation, environmental, land use, social, economic, fiscal, legal and political issues
- Effective public participation techniques

Ability to:

- Evaluate, prioritize and schedule workload to ensure timely completion
- Gather, analyze and interpret data
- Develop formats to present and display data
- Communicate effectively both orally and in writing
- Prepare written reports in a timely manner
- Work effectively with others as an interdisciplinary team member
- Establish and maintain cooperative relationships within the District and Department, and with the public and outside agencies
- Apply general techniques of insuring participation in the planning process
- Coordinate transportation planning, research and analysis of proposed projects

Analytical Skill in:

- Performing increasingly responsible and varied assignments under decreasing degrees of supervision
- Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
- Interpreting maps, site and building plans and specifications, graphs and statistical data
- Researching, analyzing and summarizing planning data both manually and with basic computer programs
- Preparing clear visual displays, such as maps, graphs and illustrations
- Making clear and persuasive presentations of ideas; prepare clear, concise and complete technical documents, reports, correspondence and other written materials

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in analysis and subsequent recommendations will result in the ineffective use of tax dollars, the loss of substantial time and funds, and potential loss of credibility of the Department.

PUBLIC AND INTERNAL CONTACTS

- This position requires extensive contact with staff of local government agencies, other units in the District, Headquarters staff, consultants, developers and various community-based organizations
- The position may represent the Department regarding planning issues at public and agency meetings for projects regarding specific subjects

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Employees may be required to sit for long periods of time using a keyboard and video display terminal
- Employees may be required to move large or cumbersome reports from one location to another
- Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice
- Most of the jobs in the Division require interaction with many people; therefore it is important that the employees work with others in a cooperative manner
- Values cultural diversity and other individual differences in the workforce
- May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner

WORK ENVIRONMENT

- While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate
- Incumbent may also be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, foggy, cold or hot weather

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	Date
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)

Supervisor (Signature)	Date
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